



## List of Documents

### Airport Transit

- Applicants, who cannot enclose all documents from the list, should consider adding alternatives or explain the reasons for not providing them
- During the examination of the application, the Consulate may request additional documents which are not mentioned in below list and may call the applicant for an interview.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered.
- Applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.
- Processing time differs from case to case, therefore, in order to avoid delays, it is advisable that you apply a good time in advance before the departure date.
- Applicants have the possibility to apply for a visa already six months in advance and at least 15 days before travelling date.
- In principle, the processing time is between 1-3 weeks. In case the visa application has to be submitted to the Home office in Brussels for decision, the processing time will be approximately 4-6 weeks and might exceed during summer time or other special occasions.
- No additional documents can be submitted to VFS or the Embassy unless the Embassy has requested them.
- An incomplete file will lead to a visa refusal.
- A complete file does not guarantee automatic issuance of a visa.
- Visa fee is non-refundable.

***"This checklist comprises all documents that are part of my visa-application. I understand that the Embassy will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all."***

#### Remarks:

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Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_



➤ **Application form**

- Irrespective of age, each individual requires a separate application form printed from [VisaOnWeb](#)
- The application form should be fully filled in, signed on both pages and dated by the applicant.
- The current UAE address, local contact number and email address should be provided.

➤ **Photo**

- One passport photo not older than 6 months [specifications](#)

➤ **Original passport**

- The UAE residence permit and the passport should be at least three months longer than the intended stay or in case of multiple journeys, the date on which you intend to leave for the last time.
- A copy of all pages (excluding the blank pages)
- The passport must have been issued within the last 10 years, in a good shape and have at least **2 empty pages**.
- **The passport must contain the signature of the passport holder. (mandatory)**
- Copies of previous Schengen visas (from the past 3 years only). Copies of entry and exit stamps to Schengen zone must be provided
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia...).

➤ **Language preference form**

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.
- If you choose to complete the application in English, please choose "no preference".

[Language preference form](#)

➤ **Documents relating to the continuation of the journey onwards to the final destination after the intended airport transits, including visa copy if needed.**

**Please note:**

- Only applications with all of the supporting documents will be accepted.
- Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. The Consulate may request additional documents during the examination of an application which are not mentioned in the above list.
- The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.